

Amesbury Housing Trust
August 11, 2021



In attendance: Nancy Frick, Kerry Hamel-Pope, Mayor Kassandra Gove, Flo Pamphile (Virtually) and Margaret Hoffman, Steve Stanganelli (virtually and in-person)

Staff: Angela Cleveland

Public: Lyndsey Haight, Board member for Amesbury Housing Authority

1. Call to Order at 4:37pm

2. Minutes from June 9, 2021. Ms. Frick moves to approve August 11th meeting minute, Kassandra seconded. 4 approve, 1 abstention.

3. Public Comment – Lyndsey Haight spoke about the AHA. Focused on capital improvements over the past 6 years. Capital improvements plans are developed annually. Just applied for CDBG funding to complete a project for Powow Villa to renovate that complex. Macy Terrace is the next focus. Orchard Park was just renovated several years ago. Renewing relationship with City. ED (Michelle Bibeau) is good at leveraging funding to achieve AHA goals. Primary source of income is rent, the federal and state subsidies fill the gaps. Housing units turn over slowly – very large waitlist. MA NAHRO – is advocating for housing reform for Housing Authorities. Lyndsey would be willing to give us an overview of the housing placement process (which is a minimum of 60 days).

4. Communications

- Housing Trust Account update – the account is still hovering around \$100,000.
- North Shore HOME Consortium letter – see attached
- Meetings with Housing Support Services, Sally's Place, Housing Authority, Habitat, YWCA – Ms. Cleveland met or talked with these agencies over the past month to make introductions or re-establish relationships.
- CDBG FY 21 Funding – The City will be applying for 2021 CDBG Funds. The application is due September 10th.
- Inclusionary Housing Bylaw – Ms. Cleveland asked MassHousing Partnership to review the Affordable Housing Bylaw for suggested changes.

5. New Business

- Presentation from Lynne Sweet/LDS Consulting. See memo attached for Lynne's update.
- HOME Funds. Discussed adding to the list through modifications/maintenance, but also protecting existing affordable units permanently.
 - Next steps: incentive fund for converting Affordable housing to SHI units, reach out to Habitat again, reach out to Housing Support Inc. about expanding, YWCA, explore tiny houses/change zoning.
 - Contact MHP re: In-Law Bylaw Changes.

6. Other Business

7. Next Meeting – September 8th at 4:30pm

8. Adjourn – motion to adjourn at 6:18pm by Margaret, seconded by Kerry. Motion passed.

MEMORANDUM

To: City of Amesbury Office of Community and Economic Development

From: LDS Consulting Group, LLC

Date: June 17, 2021, updated august 9, 2021

Subject: Monitoring Update

We have completed a study of the Registry of Deeds to confirm the status of the affordable homeownership units. It looks like we have identified 15 homeownership units that need to be monitored.

Our notable findings are outlined below.

Lofts at Clark's Pond

We can confirm that the following units are no longer affordable: 25 Cedar St units 3 and 6, 15 Cedar St units 22 and 23.

15 Cedar St unit 27 does not have a Resale Price Multiplier listed on the deed rider which will need to be addressed. The correct Resale Price Multiplier has been calculated. We will need to prepare an amended and restated deed rider for signature and recording.

Carriage Lofts

The following Carriage Loft units are no longer affordable: 14-206, 14-209, 14-304, 14-300, 15-203. We discovered 14-207 is an affordable unit that had not previously been identified.

40 South Hampton Road

The Resale Price Multiplier for this property is incorrect. We will need to prepare an amended and restated deed rider for signature and recording.

Follow up:

We prepared letters to the units owners noting for 2021, LDS will be the monitor. For the two properties that needed attention to deed riders, we included updated documentation for their signature. We will be requesting the town reimburse us for the out-of-pocket expenses incurred for recording and mailing fees.

Regarding the SHI, see the attached mark up. Instead of 21 units for Carriage Lots, there is only 6. Lofts at Clarks Pond shows 0 and we believe that it should be 6. In addition, it is possible that one unit at each of the following locations could be added: 75 Main, 9 Nichols Drive and 40 Southampton If the SHI is adjusted based on this information, there will be a total of 703 units rather than 709 or 9.98%. When the new census comes out, the down will most likely fall below 10%. See notes below for update on this issue.

Other (Rental):

We also learned that per the regulatory agreement the City, as the Administering Agency, is entitled to collect \$100 from the developer for each of the 60 affordable rental units at their Amesbury Heights/The Heights at Amesbury property annually or \$6,000 per year.

We have received and reviewed the yearly income compliance reports for Amesbury Heights and Briggs Mill. We have not had any success reaching Adam Ricci relative to 51-53 Market Street.

The State has informed us that they will send an annual 40R compliance document for the city to complete in June/July. Last year the city did not include the income certifications that we have received.

Update August 2021

Monitoring:

- **Rental:**
 - We received and reviewed yearly monitoring reports for 60 Units at Amesbury Heights and 9 Units at Briggs Mills.
 - Amesbury Heights requested approval of a rent increase and we are waiting on the state to issue guidance of rent increases.
 - In order for the two units at Market Street to be put on the SHI, they must file LIP applications with DHCD and then if the units turnover, they can be marketed and added to the SHI.
- **Ownership:**
 - We are monitoring 6 units at Lofts at Clarks Pond. We mailed six yearly monitoring packages and three have been received back from units 13, 21 and 34: We sent out two confirmatory deed riders due to issues with the resale multiplier: One for Unit 21 that was too low, and one for Unit 27 that was not filled in. Unit 21 deed rider was returned and recorded in July.
 - We are monitoring one unit at 71 Main Street. We mailed a yearly monitoring package in June and it was not returned.
 - We are monitoring five units at Amesbury Carriage Lofts. Unit 34-306 has had a deed in lieu of foreclosure and DHCD is handling the affordability paperwork. According to DHCD, unit 15-104 lost its affordability. We mailed 4 yearly monitoring packages in June and none have been returned.
 - We are monitoring one unit at Amesbury Eagles Point. We mailed one yearly monitoring package which has been returned.

LIP Review:

- We reviewed the LIP application provided by LA Associates for 140 Main Street for one homeownership of rental housing. After some back and forth and input from DHCD, we approved the documents. Once the application has been signed by the City, DHCD will review the package and sign the regulatory agreement. Once the lottery has occurred, and a winner chosen, LDS will need to review and approve the paperwork and interact with DHCD.
- We noted in our review that the inclusionary housing statute for the City is out of date, and the permit had some issue relative to fair housing etc. We have put the City in touch with Kate Lacy

at MHP who works with towns to update inclusionary zoning ordinances. In addition, we would respectfully request that going forward, before the town issue any decisions including affordable units, the LDS be allowed to review and approve the language.

SHI Update:

- LDS prepared applications to DHCD with an updated SHI and a request to add units to the SHI and DHCD responded at follows:
 - #7713 Carriage Lofts on the SHI Report has been changed from 10 affordable units to 6, per your request.
 - #7843 Carriage Lofts units on the SHI Report have been removed.
 - 1 unit for South Hampton Road development has been added to the SHI.
 - Main Street Condo unit has not been added. I see that you have provided the deed rider that shows the terms and restrictions of the affordable unit, but the deed rider does not appear to reference an eligible subsidizing agency and program. It also appears that you listed Planned Unit Development as the subsidy program. If you believe that there is an eligible subsidizing agency and program, please clarify and we will review further. (Note: You may refer to these 40B guidelines regarding eligible subsidies and programs: [GUIDELINES \(mass.gov\)](https://www.mass.gov/info-details/40b-guidelines). See Appendix II.1.)
 - Eagles Point at Nicholas Drive has not been added for same reason above. It appears that you listed Planned Unit Development as the subsidy program here again. Please provide further clarification if you believe that there is a eligible subsidizing program and agency for this development.
 - #7844 Lofts at Clark's Pond. It appears that we will also need confirmation of an eligible subsidizing agency and program for this development as well, before we can add the units to SHI.
- We have attached the updated SHI
- For the 3 units that DHCD did not add, LIP applications need to be provided to DHCD, and the next time the units are sold, they will be sold under a mini lottery and then the units can be added to the SHI.

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT CH40B SUBSIDIZED HOUSING INVENTORY

Amesbury

DHCD ID #	Project Name	Address	Type	Total SHI Units	Affordability Expires	Built w/ Comp. Permit?	Subsidizing Agency
50	n/a	Field Street	Rental	8	Perp	No	DHCD
51	Macy Terrace	32-50 Macy St.	Rental	27	Perp	No	DHCD
52	Heritage Towers	180 Main St.	Rental	102	Perp	No	DHCD
53	Heritage Vale	Naysons Court	Rental	43	Perp	No	DHCD
54	Powow Villa	Friend St.	Rental	30	Perp	No	DHCD
55	Powow Villa	Summer St.	Rental	30	Perp	No	DHCD
56	Market.Macy St. Apts	205 Market St; 30-38 Macy St	Rental	23	Perp	No	DHCD
58	Housing Support, Inc.	280 Main Street	Rental	4	2031	No	DHCD
59	Elms Residence for Men	53 Friend St	Rental	29	Perp	No	DHCD
							FHLBB
60	Turning Point, Inc.	276 Main Street	Rental	10	perp	No	DHCD
61	Whittier School Apts	20 Prospect Street	Rental	14	2020*	No	DHCD
4189	DDS Group Homes	Confidential	Rental	46	N/A	No	DDS
4535	DMH Group Homes	Confidential	Rental	8	N/A	No	DMH
4971	Amesbury HOR Program	Arlington Street	Rental	2	9/7/2022	No	DHCD
4972	Amesbury HOR Program	Congress Street	Rental	4	11/30/2022	No	DHCD
4973	Amesbury HOR Program	Elm Street	Rental	5	5/9/2024	No	DHCD
7181	Amesbury HOR Program	School Street	Ownership	3	7/18/2025	No	DHCD
7690	Amesbury HOR Program	Pond Street	Mix	2	1/2/2021	NO	DHCD

8/5/2021

Amesbury
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This data is derived from information provided to the Department of Housing and Community Development (DHCD) by individual communities and is subject to change as new information is obtained and use restrictions expire.

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7691	Amesbury HOR Program	Arlington Street	Ownership	1	1/7/2021	NO	DHCD
7692	Amesbury HOR Program	Congress Street	Ownership	1	3/11/2025	NO	DHCD
7704	Sally's Place	556 Sparhawk Street	Rental	18	2021	NO	HUD
7713	Carriage Lofts	37-39 Millyard Street	Ownership	6	2054	NO	DHCD
7843	Carriage Lofts, LLC	25 Pond St/36 High St	Ownership	0	Perp	NO	DHCD
7844	Lofts at Clark's Pond	25 Cedar St	Ownership	0	perp	NO	?
8351	Amesbury HOR Program	Hillside Ave	Ownership	2	2021	NO	DHCD
8711	Amesbury Heights	36 Haverhill Rd	Rental	240	perp	NO	DHCD MassDevelopme nt
9355	John Ashford Link House	39 High Street	Rental	24	2024	NO	HUD MassHousing
9840	Briggs Mill Apartments	20 Cedar Street	Rental	9	perp	NO	DHCD
10610	South Hampton Road	South Hampton Road	Ownership	1	perp		MassHousing
Amesbury Totals				692	Census 2010 Year Round Housing Units		7,041
					Percent Subsidized		9.83%

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July 15th, 2021

Ms. Angela Cleveland
Town of Amesbury
39 South Hunt Street
Amesbury, Massachusetts 01913

* Population change in 2020?
* When do we have to spend the \$?

Re: Federal HOME Funds

Dear Ms. Cleveland:

You are likely to be aware of our practice of allocating an amount of federal HOME funds by formula to each of the Consortium's member communities annually and usually in July. To allow communities to give consideration to how or whether they can put them to use toward the development of affordable housing, we have typically allowed until June 30th of the following year for that decision.

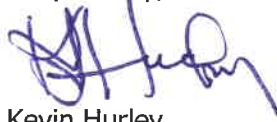
We do acknowledge that, for most of our communities, the amount allocated is relatively modest and not enough to create or construct housing. In some instances, where a developer is present and in the process of creating affordable housing, the community may decide to allocate their funds to support that development. If there is no development, this office will redirect those funds to the Consortium's Competitive Pool of funds to be made available for developments based upon the merits of a particular project and its responsiveness to the Request for Proposals that is issued. One of the reasons we do this is to ensure that the funds are committed to viable developments instead of being lost to the region because they were not used in a timely way.

During 2020 – and the arrival of the pandemic – we did not send out a letter to our member communities alerting them to the commitment deadline of June 30th, 2020. This letter is to inform you that we have extended the deadline for the funds that were made available during the summer of 2019 to allow communities to make a decision concerning the use of these funds; the new deadline is September 30th, 2021. This. We ask that you notify this office of your plans to use those funds by no later than that date. If your community has a viable development that will utilize these funds, please let us know. If we do not hear from you, the funds will be reallocated to the Competitive Pool at that time.

For the subsequent funding year, where we made the next allocation of HOME funds to your community in July of 2020, we are allowing additional time for your decision. We have obviously passed the typical June 30th deadline; we will allow until the end of this calendar year.

Lastly, for the funds that are being made available for the fiscal year that begins this month, we will return to the previous system of allowing a year for your deliberations until June 30th, 2022. Copies of the Distribution of Funds is attached for Program Years 2019, 2020 and 2021. If you have any questions about the funding that is currently available to you, please just ask.

Respectfully,



Kevin Hurley
North Shore HOME Consortium

KJH/s 3 Attachments

973-41671

'19 36,081
'20 41,477
'21 44,571

\$122,129

'22 47,000

≈ 169,129

NORTH SHORE HOME CONSORTIUM Distribution of Funds 2019 5-2-2019

City/Town	Population	# Low/Mod Individuals	Total Allocation		Production	Administration (3%)		
Amesbury	16,794	4,695	\$	37,197	\$	36,081	\$	1,116
Andover	32,260	4,725	\$	37,435	\$	36,312	\$	1,123
Beverly	40,952	12,400	\$	98,242	\$	95,294	\$	2,947
Boxford	8,213	699	\$	5,538	\$	5,372	\$	166
Danvers	27,460	6,550	\$	51,894	\$	50,337	\$	1,557
Essex	3,504	800	\$	6,338	\$	6,148	\$	190
Georgetown	8,530	1,230	\$	9,745	\$	9,453	\$	292
Gloucester	29,626	10,995	\$	87,110	\$	84,497	\$	2,613
Hamilton	8,188	2,130	\$	16,875	\$	16,369	\$	506
Haverhill	62,488	23,445	\$	185,748	\$	180,176	\$	5,572
Ipswich	13,661	3,440	\$	27,254	\$	26,437	\$	818
Lynnfield	12,668	2,865	\$	22,699	\$	22,018	\$	681
Manchester	5,336	1,220	\$	9,666	\$	9,376	\$	290
Marblehead	20,454	4,030	\$	31,929	\$	30,971	\$	958
Merrimac	6,724	1,320	\$	10,458	\$	10,144	\$	314
Methuen	49,112	16,370	\$	129,695	\$	125,804	\$	3,891
Middleton	9,578	2,055	\$	16,281	\$	15,793	\$	488
Newburyport	17,926	4,540	\$	35,969	\$	34,890	\$	1,079
North Andover	28,352	5,095	\$	40,366	\$	39,155	\$	1,211
North Reading	15,509	2,375	\$	18,816	\$	18,252	\$	564
Peabody	52,376	17,400	\$	137,855	\$	133,720	\$	4,136
Rockport	7,175	2,115	\$	16,757	\$	16,254	\$	503
Rowley	6,202	1,785	\$	14,142	\$	13,718	\$	424
Salem	39,850	18,380	\$	145,619	\$	141,251	\$	4,369
Salisbury	8,706	1,995	\$	15,806	\$	15,332	\$	474
Topsfield	6,505	860	\$	6,814	\$	6,609	\$	204
Swampscott	14,014	2,655	\$	21,035	\$	20,404	\$	631
Wenham	5,165	705	\$	5,586	\$	5,418	\$	168
West Newbury	4,235	700	\$	5,546	\$	5,380	\$	166
Wilmington	23,370	4,695	\$	37,197	\$	36,081	\$	1,116
Sub-totals			\$	1,285,611	\$	1,247,043	\$	38,568

Consortium Administration (10%- Community set aside)			\$	119,347	\$	119,347
RFP Pool			\$	300,000	\$	9,000
Totals	584,933	162,269	\$	1,704,958	\$	166,915

NORTH SHORE HOME CONSORTIUM Distribution of Funds 2020 10-13-2020

City/Town	Population	# Low/Mod Individuals	Total Allocation				Production	Administration (3%)
Amesbury	16,794	4,695	\$	43,069	\$	41,777	\$	1,292
Andover	32,260	4,725	\$	43,344	\$	42,044	\$	1,300
Beverly	40,952	12,400	\$	113,750	\$	110,338	\$	3,413
Boxford	8,213	699	\$	6,412	\$	6,220	\$	192
Danvers	27,460	6,550	\$	60,086	\$	58,283	\$	1,803
Essex	3,504	800	\$	7,339	\$	7,119	\$	220
Georgetown	8,530	1,230	\$	11,283	\$	10,945	\$	338
Gloucester	29,626	10,995	\$	100,861	\$	97,836	\$	3,026
Hamilton	8,188	2,130	\$	19,539	\$	18,953	\$	586
Haverhill	62,488	23,445	\$	215,070	\$	208,618	\$	6,452
Ipswich	13,661	3,440	\$	31,556	\$	30,610	\$	947
Lynnfield	12,668	2,865	\$	26,282	\$	25,493	\$	788
Manchester	5,336	1,220	\$	11,192	\$	10,856	\$	336
Marblehead	20,454	4,030	\$	36,969	\$	35,860	\$	1,109
Merrimac	6,724	1,320	\$	12,109	\$	11,746	\$	363
Methuen	49,112	16,370	\$	150,168	\$	145,663	\$	4,505
Middleton	9,578	2,055	\$	18,851	\$	18,286	\$	566
Newburyport	17,926	4,540	\$	41,647	\$	40,398	\$	1,249
North Andover	28,352	5,095	\$	46,738	\$	45,336	\$	1,402
North Reading	15,509	2,375	\$	21,787	\$	21,133	\$	654
Peabody	52,376	17,400	\$	159,617	\$	154,828	\$	4,789
Rockport	7,175	2,115	\$	19,402	\$	18,820	\$	582
Rowley	6,202	1,785	\$	16,374	\$	15,883	\$	491
Salem	39,850	18,380	\$	168,607	\$	163,549	\$	5,058
Salisbury	8,706	1,995	\$	18,301	\$	17,752	\$	549
Topsfield	6,505	860	\$	7,889	\$	7,652	\$	237
Swampscott	14,014	2,655	\$	24,355	\$	23,625	\$	731
Wenham	5,165	705	\$	6,467	\$	6,273	\$	194
West Newbury	4,235	700	\$	6,421	\$	6,229	\$	193
Wilmington	23,370	4,695	\$	43,069	\$	41,777	\$	1,292
Sub-totals			\$	1,488,556	\$	1,443,900	\$	44,657

Consortium Administration (7%)			\$	134,623			\$	134,623
RFP Pool			\$	300,000	\$	286,961	\$	13,039
Totals	584,933	162,269	\$	1,923,179	\$	1,730,861	\$	192,318

NORTH SHORE HOME CONSORTIUM Draft Distribution of Funds 2021 4-5-2021

City/Town	Population	# Low/Mod Individuals	Total Allocation	Production	Administration (3%)
Amesbury	16,794	4,695	\$ 45,950	\$ 44,571	\$ 1,378
Andover	32,260	4,725	\$ 46,244	\$ 44,856	\$ 1,387
Beverly	40,952	12,400	\$ 121,359	\$ 117,718	\$ 3,641
Boxford	8,213	699	\$ 6,841	\$ 6,636	\$ 205
Danvers	27,460	6,550	\$ 64,105	\$ 62,182	\$ 1,923
Essex	3,504	800	\$ 7,830	\$ 7,595	\$ 235
Georgetown	8,530	1,230	\$ 12,038	\$ 11,677	\$ 361
Gloucester	29,626	10,995	\$ 107,608	\$ 104,380	\$ 3,228
Hamilton	8,188	2,130	\$ 20,846	\$ 20,221	\$ 625
Haverhill	62,488	23,445	\$ 229,456	\$ 222,572	\$ 6,884
Ipswich	13,661	3,440	\$ 33,667	\$ 32,657	\$ 1,010
Lynnfield	12,668	2,865	\$ 28,040	\$ 27,199	\$ 841
Manchester	5,336	1,220	\$ 11,940	\$ 11,582	\$ 358
Marblehead	20,454	4,030	\$ 39,442	\$ 38,258	\$ 1,183
Merrimac	6,724	1,320	\$ 12,919	\$ 12,531	\$ 388
Methuen	49,112	16,370	\$ 160,213	\$ 155,407	\$ 4,806
Middleton	9,578	2,055	\$ 20,112	\$ 19,509	\$ 603
Newburyport	17,926	4,540	\$ 44,433	\$ 43,100	\$ 1,333
North Andover	28,352	5,095	\$ 49,865	\$ 48,369	\$ 1,496
North Reading	15,509	2,375	\$ 23,244	\$ 22,547	\$ 697
Peabody	52,376	17,400	\$ 170,294	\$ 165,185	\$ 5,109
Rockport	7,175	2,115	\$ 20,699	\$ 20,079	\$ 621
Rowley	6,202	1,785	\$ 17,470	\$ 16,946	\$ 524
Salem	39,850	18,380	\$ 179,885	\$ 174,488	\$ 5,397
Salisbury	8,706	1,995	\$ 19,525	\$ 18,939	\$ 586
Topsfield	6,505	860	\$ 8,417	\$ 8,164	\$ 253
Swampscott	14,014	2,655	\$ 25,984	\$ 25,205	\$ 780
Wenham	5,165	705	\$ 6,900	\$ 6,693	\$ 207
West Newbury	4,235	700	\$ 6,851	\$ 6,645	\$ 206
Wilmington	23,370	4,695	\$ 45,950	\$ 44,571	\$ 1,378
Sub-totals			\$ 1,588,126	\$ 1,540,482	\$ 47,644

Consortium Administration (7%)		\$	142,117		\$	142,117			
RFP Pool		\$	300,000	\$	286,961	\$	13,039		
Totals	584,933		162,269	\$	2,030,243	\$	1,827,443	\$	202,800